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DEVELOPMENT**

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**TO: Economic Support Supervisors
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Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-22 Correction

Date: 04/07/2003

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: HIGH

SUBJECT: Student Eligibility for Food Stamps

CROSS REFERENCE: Food Stamp Handbook Appendix 07.01.01; Operations Memo 02-68

EFFECTIVE DATE: March 21, 2003

PURPOSE

This memo describes the following changes:

1. New CARES processes for determining student non-financial eligibility.
2. Ending "work around" for students participating in work study.
3. Review of policy regarding student non-financial eligibility for food stamp benefits.

PROCESS

PROPER CARES CODING OF CASE

Effective March 21, 2003 a new field will be added to CARES screen, ANSE, to indicate non-financial eligibility for FS for students enrolled half-time or more in an institution of higher education. The new field allows the eligibility worker to indicate if the student is participating in FSET (FE), a job training program (JT), Tribal TANF (TT), Workforce Investment Act (WI), W2 non-payment (WN), W2 payment (WP), or federal or state funded work study (WS). CARES will continue to use information from screens ANDI, AFEI, AFDE, and AFSE to determine disability status and work hours for students. Caring for a dependent child information for students continues to be gathered from the "Caring for dependent child?" field on screen ANSE to determine student eligibility.

ANSE	SCHOOL ENROLLMENT	01/07/03 11:55
CASE: 9700299091	WORKER: XCTE26	XCTE25 S PLOESER
LAST UPDATED: 01 07 03	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 01 NAME: BILLY	BULLOCK	SSN: 427 04 0101
EFFECTIVE MMY: 0103		
HIGHEST LEVEL OF EDUCATION COMPLETED: XKG HS GRADUATION STATUS: NOT VR: __		
ENROLLMENT STATUS:	NO NOT ENROLLED	VR: __
TYPE OF EDUCATIONAL INSTITUTION: __		STU FS ELIG RSN: __
SCHOOL DISTRICT: __	SCHOOL NAME: __	
EXPECTED DATE OF HIGH SCHOOL GRADUATION: __ __ __ VR: __		
LEARNFARE RESEARCH STATUS: __		
MEETS CARING FOR DEPENDENT CHILDREN REQUIREMENTS?: __		
-----INDIVIDUALS-----		
01 BILLY B (PP)	02 BOBBY B (SON)	
NEXT TRAN: __	PARMS: 9700299091	MORE...

RTDT	REFERENCE TABLE DISPLAY SCREEN	03/07/03 13:38
		XCTA20 J ELLENBECKE
TABLE ID: TSER	TABLE DESC: STUDENT ELIGIBILITY REASON	
AGENCY : 99	EFFECTIVE DATE: 12 03 02	
KEY :	NEXT KEY: __	
ELIG		
REASON	DESCRIPTION	
FE	FOOD STAMP EMPLOYMENT TRAINING (FSET)	
JT	JOB TRAINING PROGRAM	
TT	TRIBAL TANF	
WI	WORKFORCE INVESTMENT ACT	
WN	W2 NONPAYMENT POSITION (CMS, CMV, CMF, CMP, CMM, CMN)	
WP	W2 PAYMENT POSITION (CMC, CSJ, CL1, CS2, CS3, TJB, W2T)	
WS	WORK STUDY - FEDERAL OR STATE	
PF2 - RETURN TO SCREEN ENTER SELECTION VALUE : __		
NEXT TRAN: __	PARMS: __	

ENDING "WORK AROUND"

Effective 03/21/03, CARES will no longer include student financial aid in food stamp financial eligibility determinations or budgets. Discontinue entering the work-study code (CW) on screen AFEA and \$1.00 for aid and expenses as a work around.

The Work Study code can be entered on screen ANSE.

POLICY

NON-FINANCIAL STUDENT ELIGIBILITY FOR FS

The following students may participate in the Food Stamp Program if otherwise eligible:

- Individuals attending high school or high school equivalency courses.
- Individuals enrolled part-time or full-time in recognized schools or training programs which are not institutions of higher education.
- Individuals participating in an on-the-job training program. A person is only considered to be participating in on-the-job training during the period he or she is being trained by the employer. During the period the person is attending classes, he or she would have to be classified as an eligible student to participate in the Food Stamp Program.

Example: Matt is in a program that requires him to attend classes for 10 weeks and then be trained by the employer for 10 weeks. This is the only activity in which he participates. During the first 10-week period, Matt would be classified as an ineligible student.

STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION

NOTE ➤ Student enrollment information is gathered on screen ANSE

In the Food Stamp Program, a food unit member who is enrolled half-time or more (as defined by the school) in an institution of higher education or an institution of post-secondary education is considered to be a student.

An individual is considered to be enrolled in an institution of higher education if:

- the individual is enrolled in a business, technical, trade, or vocational school that normally requires a high school diploma or equivalency certificate for enrollment in the curriculum or,
- if the individual is enrolled in a regular curriculum at a college or university that offers degree programs regardless of whether a high school diploma is required.

A student is enrolled as of the 1st day of the school term through normal scheduled class periods, vacation, and recess unless s/he:

1. Graduates.
2. Is suspended, expelled, or drops out.
3. Doesn't intend to register for the next school term (excluding summer school).

Any student (as defined above) age 18-49, enrolled half time or more, in an institution of higher education is ineligible for FS, unless s/he meets one of the following criteria:

Disability

Physically or mentally unfit for employment. Verify the claim if it's not clear. Receipt of temporary or permanent disability benefits, a statement from a physician, or certified psychologist is appropriate verification.

NOTE ➤ Disability and temporary incapacitation information is gathered on screen ANDI.

Employment

Employed for at least 20 hours a week at any wage.

Self employed at least 20 hours a week and earning at least minimum wage for 20 hours a week (\$5.15 x 20 = \$103 a week).

Both employed and self-employed at least 20 hours a week and earning at least minimum wage for 20 hours a week ($5.15 \times 20 = \$103$ a week).

NOTE ➤ Hours of employment and self-employment are gathered on screens AFEI, AFDE and AFSE.

Work Study

Approved to participate in a Title IV (federal) or state financed work-study program.

- a. Continue the eligible student status until the end of the month in which the school term ends or it becomes known the student has refused an assignment. A student who has stopped working during the school year because the work study funding has run out would continue to be classified as an eligible student until the end of the school term.
- b. The eligible student status does not cover school breaks of longer than one month, unless the student is participating in work-study during the break.

NOTE ➤ Participation in work study is entered on screen ANSE.

Responsible for Dependent Children

1. Responsible for the care of a dependent household member under age 6. If 2 people exercising parental control are in the food unit, allow eligible student status to only 1 person per child.
2. Responsible for the care of a dependent household member age 6-12 if the agency determines adequate child care is unavailable. If 2 people exercising parental control are in the food unit, allow eligible student status to only 1 person per child.
3. Is a single parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and is responsible for the care of a dependent food unit member under the age of 12. To apply this provision there must be only one natural or adoptive parent, or stepparent in the same food unit as the child. If there is no natural or adoptive parent or stepparent living with the child, another full-time student living with the child may qualify as an eligible student under this provision if the student has parental control of the child and does not live with his or her spouse.

NOTE ➤ Caring for Dependent Children information is gathered on screen ANSE.

RECEIVING W2 BENEFITS

1. Receiving a Tribal TANF cash payment, W-2 cash payment, or working in a W-2 Trial Job.
2. Enrolled in a W-2 employment position.

NOTE ➤ Receiving W2 or other TANF participation is gathered on screen ANSE.

WORKFORCE INVESTMENT ACT (WIA) (REPLACED JTPA)

Eligible student status will be granted to students assigned or placed in an institution of higher education through or in compliance with the following:

1. A program under the WIA.
2. A program under Section 236 of the Trade Act of 1974.

NOTE ➤ Participation in WIA is gathered on screen ANSE.

Food Stamp Employment And Training Program

Eligible student status will be granted to students assigned or placed in an institution of higher education through or in compliance with the Food Stamp Employment and Training Program (FSET).

NOTE ➤ Participation in FSET is gathered on screen ANSE.

IMPACT ON OTHER PROGRAMS

Elderly, Blind, Disabled (EBD) Medicaid budgets any student financial aid that is not totally disregarded (MA HB 18.2.1) or partially disregarded (MA HB 18.2.2) as unearned income. For EBD Medicaid recipients, the budgetable student financial aid must be entered on screen AFEA following the process outlined in MA HB 18.2.2. This income will then be used in the EBD Medicaid budget and disregarded for FS.

CONTACTS

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/SP